

**Efficiency Workgroup**  
**5/31/2016**  
**Update Meeting Minutes**

**Outcomes:**

Reduce transaction costs.  
Increase efficiencies and make procurement process more accessible to businesses.  
Allow procurement staff to more effectively manage their time.  
Make it easier for businesses to understand and respond.

**Opportunities for Improvement:**

(b) Reduction of transaction costs for State agencies by utilizing new technologies to increase efficiencies and make the procurement process more accessible to businesses;  
(g) Simplification of procurement reporting requirements to allow agency procurement staff to more effectively manage their time;  
(j) Simplification of the current Request For Proposal (RFP) template to make it be easier for businesses to understand and respond;  
(k) Reduction in the number of documents businesses are required to submit with proposals prior to a contract award;  
(n) Determination of how best to address clearly evident mistakes on procurement submissions;  
(l) Review the mandatory terms and conditions of procurement contracts;  
(p) Development of a mechanism that would deter bidders from submitting frivolous protests;

**Status 06/01/2016**

Since last Commission meeting the Efficiency Workgroup has met twice and each subgroup has met at least once.

We broke into 3 Subgroups and we have enlisted a number of Agency SMEs to assist the workgroup

**Subgroup - Commonality:**

Discussed the goals of the subgroup and next steps at the kick-off meeting.

Jamie enlisted a few more volunteers as SMEs from other agencies to help review the opportunities to meet the subgroup's goals.

The Commonality Subgroup goals/ opportunities are as follows:

A review of the RFP Template, to include:

- A review of the RFP process - simplifying the process;
  - Curing RFP mistakes (working with the Reducing Overhead team);
  - Possible standardization of the process and template
- Review the A&E process, template and requirements by MDOT & DGS;  
A review of Contract Terms & Conditions; and  
Centralized point of access for staff and vendors (also in Workforce Workgroup)

The team was tasked with review the DOIT RFP documents and DBM RFP template and prepare suggestions for changes which simplify the process for the business community and the procurement staff while being cognizant of terms and conditions required in the contracts.

Commonality will breakout into two groups - one for A&E and the other standard RFP and to facilitate brainstorming sessions of what we would like to have changed.

Understanding that it may take a few meetings, but in the end we should have a common process and template for A&E and other RFPs.

### **Subgroup Technology:**

Will define what functionality we want moving forward Identify the different “tiers” of solutions (e.g. ERP, financial, procurement, RFx, etc.)

Reviewing based on a business process/functionality approach, rather than a specific vendor solution.

Looking at existing FMIS/eMM system capability

Working with FMIS SMEs to identify current functionality and available enhancements that have already been identified. Received detailed documentation of AdPICS and RSTARS Functionality from the MDOT FMIS team.

What would it take to become compliant with identified necessary functionality?

Look at systems and technology that is available in the market today

An enterprise system vs modular system integration (e.g. ERP, financial, procurement, RFx, etc.)

A list serve has been sent to the states requesting information on what they are using

General consensus is that an actual solution evaluation and selection process is a significant undertaking and will require a more in-depth analysis

Leverage the resources from CompTIA and others (e.g. NASPO) that have gone before us to get feedback on possible solutions.

General consensus that future functionality should include a contract module that provides functionality for the contract to be developed, solicited, awarded, and managed.

### **Subgroup Reducing Overhead:**

This team will review procurement related Reporting Requirements for the state agencies as well as the vendor community and make recommendations on future necessity.

Some reports are mandated by Statute and Regulation so there may be requested Statute and regulator changes recommended.

Reduce Number of Documents submitted prior to award (The team will want to identify the procurement related documents that are required to be submitted prior to and during the RFQ/RFP processes and determine if they are necessary and if there are more efficient methods of capturing this information such as electronic capabilities of newer technology)

To Include the A/E requirements so this should be coordinated with the A/E review by the Commonality Group.

The team will try to determine why there are so many frivolous protests, recommend methods to deter bidders from submitting frivolous protests (e.g. one suggestion was a Protest Bonds)

Curing RFP mistakes by both the Agency and Vendor community needs to be looked at and suggestions for improvements recommended.

We will look at what RFP mistakes are currently curable and determine if there should be additional curable situations (working with Commonality team)